



United States Environmental Protection Agency  
Washington, DC 20460

Work Assignment Number  
01-06

### Work Assignment

[X] Original [ ] Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/1/09 - 11/30/10  
Option 1

Title of Work Assignment:  
Products and Outreach Activities for Advanced  
Monitoring Technologies

Contractor  
Scientific Consulting Group, Inc.

Specify Section and Paragraph of Contract SOW  
2.2, 2.3

Purpose: [X] Work Assignment Initiation [ ] Work Assignment Close-Out  
[ ] Work Assignment Amendment [ ] Incremental Funding  
[ ] Work Plan Approval

Periods of Performance

From: CO Approval To: 11/30/10

Comments:

[ ] Superfund Accounting and Appropriations Data

[X] Non-Superfund

|   | DC<br>(Max 6) | Budget<br>Appropriation<br>/EYs | Budget<br>Code (Max 8) | Budget<br>Org/Code | Program<br>Element | Object<br>Class | Amount | (Dollars) | (Cents) | Site/Project<br>(Max 8) | Cost Org/Code<br>(Max 7) |
|---|---------------|---------------------------------|------------------------|--------------------|--------------------|-----------------|--------|-----------|---------|-------------------------|--------------------------|
| 1 |               |                                 |                        |                    |                    |                 |        |           |         |                         |                          |
| 2 |               |                                 |                        |                    |                    |                 |        |           |         |                         |                          |
| 3 |               |                                 |                        |                    |                    |                 |        |           |         |                         |                          |
| 4 |               |                                 |                        |                    |                    |                 |        |           |         |                         |                          |
| 5 |               |                                 |                        |                    |                    |                 |        |           |         |                         |                          |

#### Authorized Work Assignment Ceiling

Contract Period: 12/1/09 - 11/30/10

Cost/Fee

LOE

Previously Approved

This Action

563

Total

563

#### Work Plan / Cost Estimate Approvals

Contractor WP Dated

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

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(Signature)

(Date)

11/19/09

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Teresa Harten

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(Date)

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Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

**PERFORMANCE WORK STATEMENT**  
**EPA Contract Number: EP-C-08-010**  
**Contractor: Scientific Consulting Group, Inc. (SCG)**  
**EPA Work Assignment Number: 01-06**

**TITLE:** Products and Outreach Activities for Advanced Monitoring Technologies

**PERIOD OF PERFORMANCE:** Date of Issuance through November 30, 2010

**ESTIMATED LEVEL OF EFFORT:** 563 Hours

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**1. BACKGROUND:**

The objective of this performance work statement is to conduct outreach activities and prepare documents in an effort to disseminate information on the performance of environmental monitoring technologies that provide data to identify and enumerate hazardous chemicals/materials being transported across international borders and within the U.S. It is

anticipated that these environmental monitoring technologies will provide much needed information on the location, quantity and type of environmental pollutants being transported. This information could help local, state, and regional representatives make informed decisions during chemical/material releases from transportation incidents, and assess potential risks to humans through exposure to contaminated air, soil, and water.

## **2. PURPOSE:**

The purpose of this performance work statement is to conduct outreach activities and prepare documents for advanced environmental monitoring technologies. This performance work statement is based on radio frequency identification (RFID) verification tests to identify and enumerate hazardous chemicals/materials being transported in a geographic area. The verification reports, statements, and results from the two RFID technologies tested will be the subject of the documents and outreach activities conducted. The contractor will prepare documents, and conduct outreach activities based on the outcomes of the technology verifications. Outreach activities will serve to disseminate the results of the verification tests in written and verbal forms, and inform stakeholders as well as local, state, and regional officials about the tested technologies and their applicability to transportation-related releases of chemicals/materials to water sources, air, and soil.

## **3. TASKS:**

### Task 1: Presentation preparation and writing

The Contractor shall compile the verification results for the technologies tested and prepare presentations (i.e., outreach products) for a technical venue, and for informational meetings/training sessions/webinars in the appropriate format for stakeholders as well as local, state, regional, and Federal officials. Table 1 lists the outreach activities to be conducted with the products, based on EPA's initial estimate of their order of importance (most important first). Table 2 provides estimated timelines for the outreach activities and products. Products shall be prepared in both English and Spanish language versions.

The outreach products shall include the appropriate information for the intended audience. The performance of different technologies shall not be ranked in the products. Products shall be submitted to the EPA WA COR as Microsoft PowerPoint and 508-compliant Adobe Portable Document (pdf) format. Submitted products shall be subjected to technical and QA review by the participating vendors, contractor staff, EPA, and expert peer reviewers, as appropriate. Any limitations to the data shall be addressed and discussed in the products, as appropriate. The reviews shall assure that the products meet the needs of potential technology users and stakeholders such as local, state, regional, and Federal officials. Based on feedback from the reviewers, the products shall be finalized.

### Task 2: Outreach/Data dissemination activities

The contractor shall organize and host three webinars or informational meetings/training sessions to disseminate RFID verification results to potential technology users and stakeholders such as local, state, regional, and Federal officials. It is projected that between 60 and 120 individuals per event would attend. The contractor shall provide all necessary organizational and meeting facilitation/coordination support needed to perform the outreach activities. EPA assumes that Region 6 and 9 will assist the contractor in identifying locations/venues for the outreach activities, identifying potential attendees and speakers, coordinating with government agencies and regional partners, and other activities associated with planning for and performing the outreach activities. These activities will include travel to locations along the U.S./Mexican border (3 of the following: Laredo, Texas; El Paso, TX; San Diego, CA, other sites in the southwest U.S. to be determined). The trade or technical conference/meeting presentation would be an abbreviated version of the material that would be presented at the informational meetings/training sessions/webinars, on the order of 20-30 PowerPoint slides. The contractor shall also develop outreach materials, such as the PowerPoint presentation, meeting announcements, and agendas needed for specific outreach activities. The contractor shall distribute and collect training session evaluation forms to determine the usefulness of the outreach activities, and to improve future activities. Upon completion of the outreach activities, a report shall be prepared summarizing the findings from the evaluation forms received from attendees of the informational meetings/training sessions/webinars. Table 1 lists the outreach activities to be conducted, based on EPA's initial estimate of their order of importance (most important first). Table 2 provides estimated timelines for the outreach activities to be conducted. Products shall be prepared in both English and Spanish language versions.

Each outreach activity shall include the appropriate information for the intended audience. Outreach materials shall be submitted to the EPA WA COR as Microsoft Word, Microsoft PowerPoint, and 508-compliant Adobe Portable Document (pdf) formats, as appropriate. Outreach materials shall be subjected to technical and QA review, as appropriate, by contractor staff, EPA, other peer reviewers, including the vendors as appropriate. The reviews shall assure that the products meet the needs of potential technology users and stakeholders such as local, state, regional, and Federal officials. Based on feedback from the reviewers, the outreach materials shall be finalized. After being finalized, outreach materials shall be available to the public through the EPA ETV website, as appropriate.

**Table 1. Products and outreach activities/materials.**

**3** - Informational meetings/training sessions/webinars to state, local, regional, and Federal staff as well as technology developers, highway transport associations, enforcement/compliance officials and other interested/affected parties

**1** – Power Point slide presentation for a trade or technical conference/meeting (no travel)

**1** - Report based on attendees evaluation forms received from the informational meetings/training sessions/webinars

**Table 2. Products and outreach activities/materials with milestones and timelines. All milestones and timelines are contingent on the work plan being approved.**

| <b>Products and Outreach activities/materials</b>   | <b>Milestone</b>                          | <b>Timeline</b>                                  |
|---|---|--|
| Informational meetings/training sessions/webinars   | Location identified                       | 1.5 months prior to activity                     |
|   | Announcement                              | 1.5 months prior to activity                     |
|   | Invitations to guests                     | 1.5 months prior to activity                     |
|   | Agenda                                    | 1 month prior to activity                        |
|   | Submit draft presentation                 | 1 month prior to activity                        |
|   | Submit final presentation                 | 2 weeks prior to activity                        |
|   | Coordinate webinar with meetings/sessions | As appropriate                                   |
| Preparation of presentation for trade or technical conference/meeting                           | Abstract                                  | Defined by conference, submit abstract to WA COR |
|   | Submit draft presentation                 | 2 weeks prior to due date                        |
|   | Submit final presentation                 | 1 month prior to meeting                         |
| Report based on attendee evaluation forms from informational meetings/training sessions/webinar | Submit draft version                      | 2 weeks prior to meeting                         |
|   | Submit final peer reviewed version        | 4 weeks after outreach activities are complete   |
|   |   | 6 weeks after outreach activities are complete   |

#### **4. ACCEPTANCE CRITERIA:**

Criteria for accepting work products shall be based on if the final product or outreach activity/material is completed on time, contains appropriate information for the audience, are

similar in format/contact to the product examples on the ETV website, and addresses all EPA and other review comments.

## **5. SPECIAL REQUIREMENTS:**

The contractor shall prepare a work plan and cost estimate in response to this work assignment. The cost estimate shall be broken down by product and outreach activity/material indicated in the 'Tasks' section under Table 2: Products and outreach activities/materials with milestones and timelines and the 'Acceptance Criteria' section. Products shall be prepared in both English and Spanish language versions.

## **6. TRAVEL:**

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. Contractor travel shall occur as needed via technical direction as part of WA outreach activities, such as presentations at conferences and travel to the U.S./Mexican Border States.

## **7. MANAGEMENT CONTROLS:**

Contractor oversight will be conducted based on the performance and cost estimates supplied monthly. Based on these reports, performance or lack of performance will be adjusted by the EPA WA COR to ensure the work assignment is completed on time and within budget allocations.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.